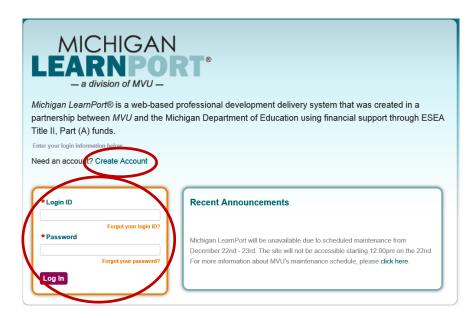
Michigan Continuous School Improvement (MI-CSI): Enrolling in and Accessing the Course

- 1) Go to http://learnport.org and click on Login/Sign Up on the left side of the page.
- 2) If you already have an account with Michigan LearnPort, then enter your ID and password and log in. If you do not have an account with Michigan LearnPort, click on the **Create Account** link to create your free account.



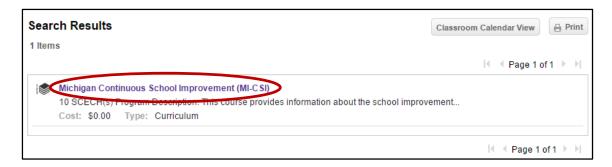
3) Once you are logged in, click on the **Training Catalog** link in the menu at the top of the page.



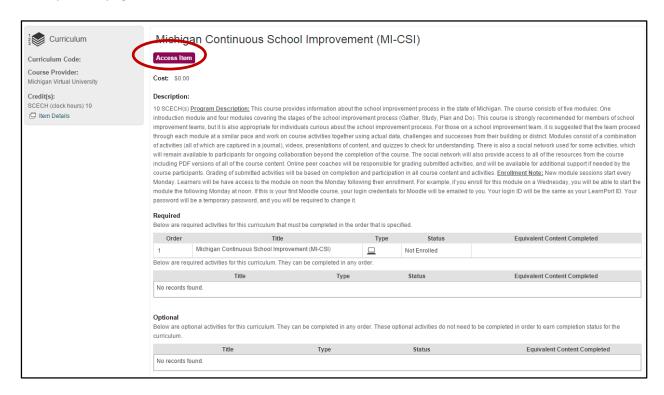
4) Enter "MI-CSI" in the search text box and then click on the **Search** button.



5) On the search results page, you will see the course listed as **Michigan Continuous School Improvement (MI-CSI)**. Click on the course title to register.



6) When viewing the course page for the module, you can enroll by clicking on the **Access Item** button at the top of the page.

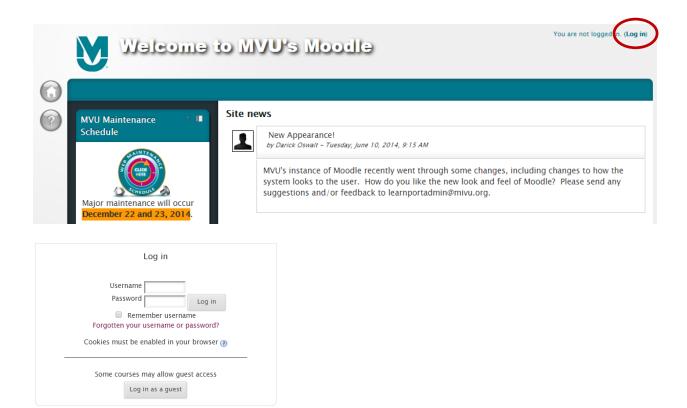


7) You should now see the module listed at the bottom of the page under "Required" and you should receive an email confirming your enrollment in the course. Note that new users are added to the course every Monday by noon. Your progress may show as "Not Enrolled" until this time. You will receive an email on the first Monday after registering with login information to access the course.



Note: Your confirmation will provide access instructions, but the course itself will be delivered at http://moodle.mivu.org. You can access the course directly through this site as you work on the course, you do not need to login through the main LearnPort page each time you access the course.

8) To access the course go to http://moodle.mivu.org. Click on the **Login** button in the top right corner and login using the username and password provided for you via email.



9) After logging in, you should see a link to the **Michigan Continuous School Improvement (MI-CSI)** under "My Courses" in the center of the page. Click on this link to access the course.



10) Follow the instructions in the course by working from the top to the bottom through each module. At the top of the page you will start by clicking on the **Course Overview (START HERE)** link for an orientation to the course and additional instructions.



Note: Chrome, Firefox, and Safari are recommended browsers for this course. **If you are using Internet Explorer your progress will not be accurately recorded.**

Orientation	
Course Overview (START HERE)	•
Course Navigation Instructions	0
☐ MI-CSI Social Network Instructions	0
Completion and Credit Information	0
Online Learning Log	0
☐ Meet the Facilitator	C
This course has a facilitator that can help you throughout the course. If you have any questions, concerns or troubles accessing any of the content please contact your facilitator for help.	
☐ Getting Help	0